

CITY OF SANTA MARIA, CALIFORNIA

GOVERNMENT

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CITY OF SANTA MARIA

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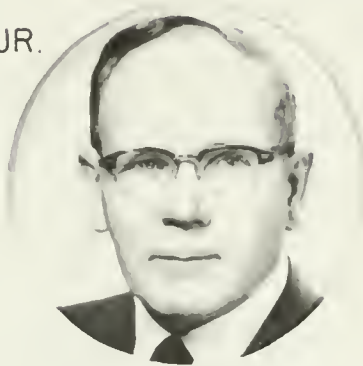
City Clerk
City of Santa Maria
118 East Cook Street
Santa Maria, Ca. 93454

MC 57487-5



MAYOR
HONORABLE GEORGE S. HOBBS, JR.

ELECTED OFFICIALS



MAYOR PRO TEMPORE
ELWIN E. MUSSELL



COUNCILMAN
DAN A. FIRTH



COUNCILMAN
C. CLAYTON KYLE



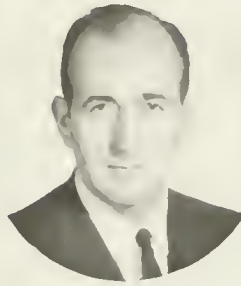
COUNCILMAN
ED J. ZUCHELLI



CITY CLERK
DOROTHY S. LYMAN



TREASURER
WILLIAM W. WINTER



CITY ADMINISTRATOR
ROBERT F. GROGAN



DEPUTY CITY ADMINISTRATOR
GORDON G. GILL



CITY ATTORNEY
JOHN A. VAN RYN



FINANCE DIRECTOR
ROBERT S. HOSSLER



COMMUNITY DEVELOPMENT DIRECTOR
JEAN W. ABRAHAM

PRINCIPAL

ADMINISTRATIVE

OFFICERS



FIRE CHIEF
HARRY H. BELL



LIBRARIAN
JAMES A. PETRELLA



PUBLIC WORKS DIRECTOR
FRANK W. SALFINGERE, JR.

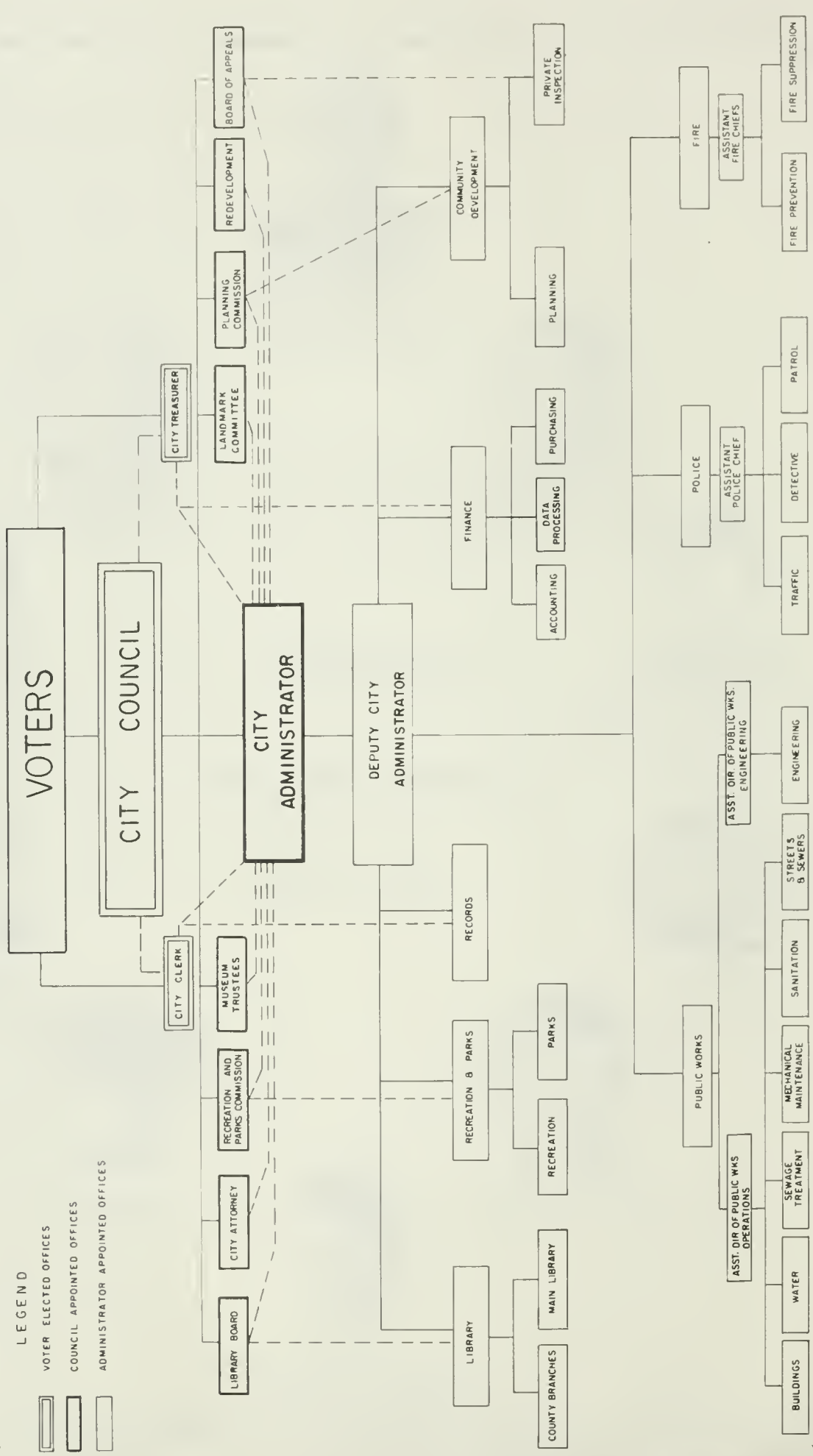


POLICE CHIEF
RICHARD J. LONG



RECREATION & PARKS DIRECTOR
MICHAEL A. MARAMONTE

CITY OF SANTA MARIA ORGANIZATIONAL CHART



YOUR CITY GOVERNMENT

LEGISLATIVE
AND
ADMINISTRATIVE FUNCTIONS

City Government is the true local government; it is closest to the people and voters. Your city government is organized to make this closeness most effective and efficient in rendering services to its people. Your city is a municipal corporation governed by an elected Council composed of five members.

The Council-Manager form of municipal government is used with the policy being set by the elected body and carried out by an appointed Administrator. Policy setting is not an automatic process; it requires recognition of need, study of all essential facts, free exchange of ideas, and decision.

Council members carry voter viewpoints from the idea phase to introduction, discussion, decision and action. The City Administrator acts as legs and library for the Council, gathering facts, reporting and recommending. After the facts have been assembled, the Council makes a decision based upon their knowledge of the community and its people.

Santa Maria city government will continue to be good, representative government and can meet the challenges and problems of our day so long as there is strong interest and active participation on the part of the voting public.

THE CITY COUNCIL ORGANIZATION:

The City Council is comprised of five members, elected at large for a term of four years. The Council, after each election held in the even numbered years, elects one of its members as Mayor. The Mayor presides at Council meetings and serves as the executive and ceremonial host of our city government.

THE COUNCIL MEETING:

A vital part of the democratic process in the conduct of your city's affairs are the regular meetings of your City Council, held on the first and third Mondays of each month in the City Hall. It is here that laws, policies and basic decisions are made for our local government.

The Council meeting is conducted according to an agenda prepared by the City Clerk, with the assistance of the Administrator and the Mayor. This agenda, with supporting documents, is

delivered to each Councilman on the Friday preceding the meeting, so that we will have facts on each matter well in advance of the meeting

Each Councilman has his own opinion and as an elected representative is responsible to all the people. It is his duty to satisfy himself that all the facts about any matter coming before the Council have been fully presented before a decision is made that may be vital to the future of Santa Maria.

COUNCIL ACTION

Motion. A motion is a proposal that the Council take certain action, or that it express itself as holding certain views. In all cases where specific laws of the City or State do not provide otherwise, an affirmative vote by a simple majority of the Council members present and voting confirms or denies the proposal.

Resolution When a motion is of such importance or length as to require its being set forth in writing, either to specifically record the reasons precipitating the action or to allow it to stand alone as a record of Council action in further proceeding and actions, this is called a "resolution."

The same rules of adoption apply to resolutions as to motions in that resolutions are simply a more formal presentation of a motion.

Ordinance. A city is a government of powers delegated to it by the federal and state governments. Ordinances are the vehicle through which a city expresses its laws enacted under these delegated powers

There are special provisions in the state law which provide for the immediate adoption of ordinances, which become immediately effective, when such urgency is proven to be necessary to protect the public peace, health or safety. However, as a general rule the state law provides that these legislative acts must be publicly read at two Council meetings, and these meetings must occur at least five days apart. Ordinances are thus "introduced" at one Council meeting and "adopted" at a second meeting. Unless otherwise provided by state law, an affirmative vote by three Council members carries the motion to declare the introduction or adoption of an ordinance.

Within fifteen (15) days after adoption, the ordinance must be published in a local newspaper of general circulation. It becomes effective thirty (30) days following its adoption. This formal 30 day waiting period allows time for the voters of the city to file a referendum petition if they believe the ordinance should not be allowed to become effective.

An ordinance is the most binding and permanent type of Council action and may be repealed or amended only by a subsequent ordinance

BOARDS AND COMMISSIONS

Make studies and prepare recommendations for Council consideration. The members of the Board and Commissions are appointed by the Council.

Board of Library Trustees

Planning Commission

Recreation & Parks Commission

Board of Appeals

Board of Museum Trustees

Advisory Landmark Committee

The Council itself sits as a governing board of the Offstreet Parking District and as the Redevelopment Agency.

CITY ADMINISTRATION

CITY ADMINISTRATOR: (110 E. Cook, WA 5-0951)

The City Administrator, appointed by the City Council, is the administrative head of the City government; he enforces the laws and carries out the policies of the Council through the control and direction of City departments. The management of municipal affairs is accomplished through the use of modern, business-like methods and techniques, including budget planning and execution, modern accounting programs and personnel management. The City Administrator also makes recommendations to the Council on proposed legislation, financial programs, capital improvements and other City policies.

CITY ATTORNEY: (110 E. Cook, WA 5-0951)

The City Attorney, appointed by the City Council, serves as legal advisor to the Council, City Administrator and other City officials. The City Attorney prepares all proposed ordinances, resolutions and other legal documents, and represents the City in all legal actions.

CITY CLERK: (110 E. Cook, WA 5-0951)

The City Clerk is the official recording and corresponding secretary of the Council, is responsible for conducting city elections, is custodian of the official records and documents dating back to the city's incorporation on September 12, 1905, and guides citizens in proceedings before the Council.

CITY TREASURER: (110 E. Cook, WA 5-0951)

The City Treasurer is an elected official and is the custodian of all public funds & securities, including all bonds of the City.



DIRECTOR OF COMMUNITY DEVELOPMENT: (417 S. McClelland, WA 5-0951)

The Director of Community Development serves as the City's Building Official and Planning Director.

Through the activities of this department all up-grading and/or change of use of existing structures and facilities, as well as new residential, commercial and industrial developments and facilities are coordinated with the other departments of the City, County, State and Federal agencies, City Council, Area Planning Council, Planning Commission and private enterprise.

DIRECTOR OF FINANCE: (110 E. Cook, WA 5-0951)

The Director of Finance is the fiscal manager of the City with general responsibility for collecting and accounting for all revenue and expenditures. Principal activities of the Finance Department include: revenue estimates and review, budget preparation, collection of monies, budget control, utility and other billing and collection, deposit and investment of City funds.

The purchasing function is a division of the Finance Department. This division is responsible for the purchasing of all city supplies and equipment, for the warehousing of these supplies and for proper inventory control.

The data processing function is a division of the Finance Department. This division is responsible for computer services to all city departments. Major systems now in operation are utility billing, payroll processing and business license billing. Police statistical reporting, budgetary accounting and cost accounting systems are being implemented.

LIBRARIAN: (420 S. Broadway, WA 5-0994)

The Library Department is primarily responsible for providing library services to approximately 66,000 people in the Fifth Supervisorial District, through the resources of the headquarters library in Santa Maria and branches in Orcutt, Los Alamos, Cuyama and Guadalupe. As a member of the Black Gold Cooperative Library System, the Santa Maria Library also furnishes cooperative library services to residents of San Luis Obispo County, Santa Barbara County, and Ventura County. Likewise, our library patrons have access to the collections of the other six full members of the Black Gold Cooperative Library System as well as the collections of over 45 associate members of the system.

Library services include not only books but also magazines, pamphlets, government documents, newspapers, music recordings, films, art reproductions, and a meeting room for discussion groups, lectures, film showings, story hours, art exhibits and other sponsored programs.

The Library receives its financial support from the City and the County of Santa Barbara to provide the services offered.

DIRECTOR OF RECREATION & PARKS: (419 S McClelland, WA 5-0951)

The Director's responsibility is to mobilize and guide the talents of his staff and to coordinate the resources of the community towards making the leisure hours of people, young and old, an enjoyable and satisfying experience. This responsibility is met through (1) the provision of a properly designed & maintained park system, the beautification of traffic ways which include landscaped medians and street trees and public grounds, retention of natural open areas; and (2) through creating recreation activities that not only meet the community's interest, but that challenge and inspire people to develop new interests and skills.

FIRE CHIEF: (204 E. Cook, WA 5-8654)

The Fire Chief has a two-fold job. He must keep his department and equipment prepared and ready to fight all fires and also to prevent any possible fires. Santa Maria has a centrally located fire station (Station #1 at Cook & McClelland) and a second station in the southern part of the city (Station #2 at Carmen & Thornburg). Their emergency telephone number is WA 2-7771.

POLICE CHIEF: (222 E. Cook, WA 5-0951)

The Chief of Police is responsible for directing the manpower and equipment of his department to perform the following duties. preserving law and order, investigating complaints, arresting offenders, recovering stolen property and regulating traffic. Their emergency telephone number is WA 5-2631.

DIRECTOR OF PUBLIC WORKS: (810 W. Church, WA 5-0951)

The Director of Public Works coordinates a variety of activities and services, including the preparation of plans and specifications for public works construction, and is responsible for the design and inspection of public facilities. He is responsible for proper installation of all improvements made in new subdivisions, such as streets, curbs, gutters, sidewalks, water mains, sewer lines and drainage. Other services administered include the maintenance of offices and buildings and the maintenance and repair of all City vehicles and equipment. Also, the following divisions are under the administration of the Public Works Director:

SEWAGE DIVISION The Sewage Division operates the treatment plant on Black Road. The plant can process approximately seven to eight million gallons per day.

SANITATION DIVISION The Sanitation Division is responsible for the collection and disposal of refuse from residential and commercial areas and the operation of the municipal sanitary landfill on Suey Road Crossing.

STREET DIVISION. The Street Division is responsible for the maintenance of all city streets, curbs, gutters, sidewalks, sewer lines, and drainage facilities. City streets are cleaned by mechanical sweepers on a regular basis. Installation of signs for traffic control, street markings, parking lot maintenance, lighting system and traffic signal maintenance are just a few of the many jobs assigned to this division

WATER DIVISION. The Water Division is responsible for the production and distribution of water to over eight thousand accounts. This includes drilling of new water wells, maintenance of existing wells and water transmission lines.

GENERAL INFORMATION

MEETING DATES, TIME AND PLACE

CITY COUNCIL: 1st & 3rd Monday of each month, 7:30 p.m. in the City Hall Council Chambers

PLANNING COMMISSION 1st & 3rd Wednesday of each month, 7:30 p.m. City Hall Council Chambers

RECREATION & PARKS COMMISSION. 2nd Tuesday of each month, 7:30 p.m. City Hall Council Chambers

LIBRARY BOARD. 2nd Tuesday of each month, 7:30 p.m. Library Board Room

BOARD OF MUSEUM TRUSTEES 3rd Tuesday of each month, 4:00 p.m. City Hall Conference Room

ADVISORY LANDMARK COMMITTEE 3rd Tuesday of each month, 4:00 p.m. City Hall Conference Room

BOARD OF APPEALS Meets upon call

All meetings are open to the public and citizens are encouraged to attend and participate.

Our Information Specialists at City Hall will be glad to help you. If you need general information or are not sure of which department you need, call the Information Center, City Hall at WA 5-0951.

"It's a pleasure to serve you"

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